

Penn

Social Policy & Practice

UNIVERSITY *of* PENNSYLVANIA

Return to Work Guide

June 1, 2021



**SP2 Supplemental Return to Work Guide
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Dear SP2 Staff and Faculty,

We will soon begin our return to in-person learning and working for SP2 students, staff, and faculty; we hope this will be a welcome return to some semblance of “normalcy.” Before sharing our thoughts about our plans for the upcoming months and fall 2021 semester, I first want to acknowledge and applaud the numerous hurdles we have overcome, individually and collectively.

Thanks to your impressive commitment and determination, we have been able to accomplish an incredible amount during the pandemic, in the face of loss and unpredictable and upsetting circumstances for our friends, family, colleagues, and communities. I don't think we could've asked for a better group of colleagues to guide our School through it all.

With that said, I know that transitioning back to pre-COVID capacities and activities at SP2 is a positive, long-awaited occasion for some, as much as it is an uncertain, stressful, and challenging adjustment for others. I want to assure you that we are cognizant of and honor these mixed emotions. We are diligently working to make this transition easy and safe, while also aiming to remain as flexible as possible within our University's guidelines.

As it stands, we will take the time needed in July and August to begin the formal return process. This includes preparing our physical spaces, returning loaned equipment, and reacclimating to regular operations. We are aiming for a full return in September. This transition does not preclude continued COVID-19 safety; we will still prioritize safety measures, including masking, social distancing, ample personal space, sanitization, temperature checks, PennOpen Pass, and encouraging vaccination.

I know there may be questions regarding flexible work options, transportation, air quality, safe spaces, facility changes and limitations, Penn IDs, travel policies, and more. The attached document addresses many of these topics, as well as other FAQs. I encourage you to read through this document and reach out to the identified contacts with any uncertainties, requests, or outstanding inquiries you may have. Welcoming people back to campus will be a process, and it will not be completed overnight. We will keep you abreast of any changes or relevant updates as we continue planning what comes next. We also welcome your feedback on these plans.

We have much work ahead of us, and we are also we are committed to remaining vigilant and adaptable along the way. I look forward to our community returning to the vibrant SP2 environment of teaching, learning, and meaningful relationships that so many of us have come to appreciate—and safely.

Thank you,
Sally

Emotional and Physical Wellness at Penn

For most up-to-date information, please visit <https://www.hr.upenn.edu/PennHR/wellness-worklife/covid-19-well-being-resources>

According to a March 19, 2021 article in *USA Today*, “Why We’re Scared for the Pandemic to End,” (<https://www.usatoday.com/story/life/health-wellness/2021/03/19/vaccinations-bring-post-pandemic-world-closer-why-we-anxious/4767642001/>) the stress of everyone coming together again is great, even for those that have been fully vaccinated. The feeling of awkwardness as we return to pre-pandemic practice will be apparent, and it will take time to figure out what normal is again. People will all respond differently, and we should acknowledge the stress during our transition. Once we accept this, we can start taking small steps again towards returning to re-introducing ourselves to the greater community.

Penn’s HR website has resources that speak to the institutional commitment to improving the well-being of its staff and faculty members, and continues to update its website to create a culture of support. Below are available resources to help create a positive work-experience, reduce stress, and assist you staying well informed.

Quick Links

- [Health Advocate](#)
- [Employee Assistance Program](#)
- [Be in the Know Wellness Campaign](#)
- [Virgin Pulse Wellness Platform](#)
- [Coronavirus Workplace Health and Safety](#)
- [Caring for Your Family and Self](#)
- [Penn Childcare Resources and Support](#)

Virtual Events

- [Penn Wellness and Work-life Upcoming Virtual Events](#) - Join us for virtual opportunities to enhance your well-being, including workshops and classes on health, fitness, stress management, financial wellness, and work-life balance topics.
- **Virtual Nutrition Counseling Appointments with Corporate Wellness Nutrition (formerly Family Food)** - Penn’s nutrition counseling partner, Corporate Wellness Nutrition (formerly known as Family Food) is offering virtual appointments. Receive the same guidance from a trusted Registered Dietician by contacting myRD@wcusa.com to schedule an appointment.
-

Support for Wellness and Overall Health

- [Employee Assistance Program \(EAP\) powered by Health Advocate](#) - Provides eligible faculty and staff, and their families, access to free, confidential, 24/7 counseling and referral services for personal and professional life issues from any location. Call 1-866-799-2329 for assistance.

- [Care.com](#) - Through Care.com, you can have temporary backup care in your home, at an out-of-town work location, or at an adult relative's residence day or night, seven days a week, including holidays. Care.com puts you in touch with professionals who meet your family's specific needs and expectations.
- [Virgin Pulse](#) - Stay healthy and stay connected with Penn's new wellness platform partner. Virgin Pulse offers an exciting array of well-being options and resources to focus on your health and optimize your *Be in the Know* experience. Use the Virgin Pulse mobile app for wellness activities and resources on the go.
- [Be in the Know](#) - Whether you want to focus on a health goal, participate in well-being challenges with your colleagues, or simply strive to feel your best, Penn's 2020-2021 *Be in the Know* wellness campaign is here to support you. This year, you'll have even more help in reaching your goals with Virgin Pulse and can earn up to \$300 in rewards, choosing from gift cards, fitness items, and charitable donations.
- [Penn's Health Plans and COVID-19](#) - Penn's insurance carriers, Independence (Blue Cross), Aetna, CVS Caremark, Keystone (IBC), and Penn Medicine's Connected Health Virtual Care Telemedicine Practice are all closely monitoring the COVID-19 situation. They are committed to making sure that our participants can receive appropriate testing and treatment for this virus if needed.
- [Backup Care](#) - Through Penn's partnership with Care.com BackupCare, you can get assistance with juggling your personal and professional lives.
- [Adult and Senior Care Advising](#) - This benefit provides eligible individuals with the support and guidance of experienced Senior Care Advisors who can assist employees and their families with senior care giving.

Courses, Training, Webinars

- [Resiliency: Moving Forward in Changing Times](#) - Presented by Health Advocate
- [Virgin Pulse emotional well-being courses, powered by Whil](#) - Find your calm with three video course topics available: Mindfulness 101, Emotional Intelligence 101, and Yoga 101.
- [Establishing Emotional Balance](#) - Presented by Health Advocate.
- [Working from home with children](#) - Presented by Health Advocate.
- [Balancing Work and Life as a Work-from-Home Parent](#) - LinkedIn Learning
- [Caring for the Caregiver During the Pandemic](#) - Presented by Health Advocate.
- ["Treading Water" Through the COVID-19 Storm](#) - Presented by Health Advocate.

Ways to Stay Active

Exercise doesn't have to take a back seat during these times of social distancing. Here are some options for staying active while at home.

- [Penn Campus Recreation](#)
- [YMCA 360 On-Demand Videos](#)

- [Life Time Fitness Classes on Demand](#)

Additional Resources to Support Well-being

[Stop, Breathe & Think Meditation and Mindfulness app](#) - Helps kids, teens, and adults build emotional strength during a time of rising stress and worry. Download the app from the [Apple Store](#) or [Google Play](#). Independence Blue Cross members can access it for free for 60 days. Instructions are available [here](#).

Return to Work Transition Months

For further information or questions on the return to work transition months, please contact Karima A. Williams, Associate Director, Human Resources at kwillia@upenn.edu.

From Tuesday, July 6 through Tuesday, September 7, we will begin a phased return to full operations at SP2. Staff are expected to return to campus regularly during these months—we are not mandating a minimum or maximum number of days for individuals to return to campus during this time period, but believe visits back to campus at least 1-2 days per week are appropriate. However, staff are fully expected to utilize this time to prepare their workspaces on campus for our return to operations. This includes returning any furniture or equipment that was purchased for you or loaned to you for remote work during this time. This also is a time to consider how your work habits have changed over the past 15 months—consider how you may have been paperless, utilized new software such as calendly, Outlook, or the suite of MS Office products that may make your return to work different in our post-pandemic world.

Besides creating your new, efficient office space on campus, this will also be a time to re-connect with the SP2 and Penn community while on campus. Each department should coordinate their visits in such a way that staff can coordinate their plans. Take the time to walk around campus and re-acquaint yourself with the campus.

To make the return to campus easier, each staff member will receive:

- A voucher in July and a voucher in August for lunch on SP2 at the new Acme at 40th and Walnut. The lunch can be any Poke bowl, hot food, sandwich, sushi, or prepared food; chip/dessert; and drink.
- A voucher in July and a voucher in August for dessert at Kiwi Frozen Yogurt at 36th and Chestnut. The frozen yogurt is good for any self-serve yogurt and toppings of your choice.

We hope you will use this time to be with your colleagues, walk around campus, and treat yourself to something delicious for lunch and a refreshing dessert.

COVID-19 Safety and Testing

For most up-to-date information, please visit <https://coronavirus.upenn.edu/>

The City's relaxation of indoor capacity restrictions on June 11 includes office spaces and applies to the Penn campus—the University has asked that we make return to campus plans that assume no restrictions on density.

Ongoing screening is being conducted throughout the summer. Individuals must enroll and schedule their first screening during the first week they are on campus. Faculty, postdocs and staff who live on campus must be tested twice per week, separated by two calendar days. Faculty, postdocs and staff who are on campus for four or more hours each week throughout Summer Session 1 must be tested once per week. Testing locations and hours of operation can be found [here](#). When an announcement is made about testing and the use PennOpen Pass beyond July 1, that will be communicated to you.

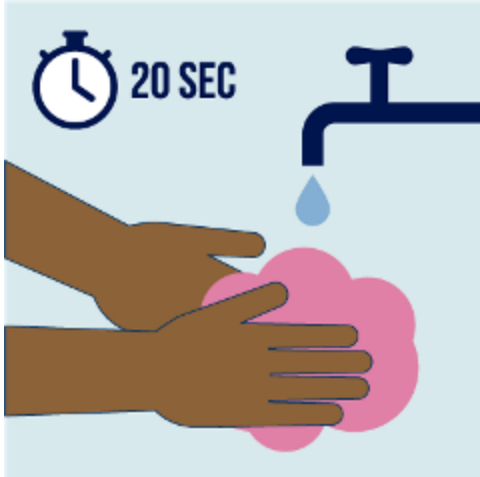
We are also awaiting an official announcement to see if vaccines will be required of all University staff. Once that information is received, that will be communicated to you.

Please note that the Penn Cares COVID vaccine is closed. Information regarding getting a vaccine can be found here: <https://coronavirus.upenn.edu/content/getting-vaccinated>. If you have questions about vaccines, please contact the [COVID Resource Call Center](#) at 215-573-7096 or email covidresource@upenn.edu.

Also, as of May 21, 2021 Penn does not require masks on campus while outdoors. More information here: <https://coronavirus.upenn.edu/announcement/updated-masking-guidance-penns-campus>. Penn will continue to follow Philadelphia Department of Public Health guidelines related to COVID-19. Of course, proper health and safety measures should still be followed, such as masking while indoors, the use of hand sanitizer and regular hand washing.

Use good hand hygiene:

- **[Wash your hands often with soap and water](#) for at least 20 seconds**, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Always wash hands with soap and water if hands are visibly dirty.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



Stop the spread of germs:

- Avoid close contact with people who are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash. If you don't have a tissue, cough or sneeze into your sleeve or elbow.
- Avoid sharing food, drinks, utensils, cups, vapes/JUULs, etc.
- Clean and disinfect frequently touched objects and surfaces.



Stay home if you are feeling sick:

- If you are not feeling better after 24 hours, seek medical attention.

"Call ahead to a healthcare professional if you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, and have been in close contact with a person known to have COVID-19 or if you live in or have recently traveled to an area with ongoing spread. Tell your healthcare professional about your recent travel or contact. Your healthcare professional will work with your state's public health department and CDC to determine if you need to be tested for COVID-19."--CDC



Transportation and Parking

For most up-to-date information, please visit <https://cms.business-services.upenn.edu/transportation/>

Below is taken from email sent to Penn community from Transportation and Parking Office on May 20, 2021.

As faculty and staff begin to plan their return to campus, a new integrated commuting and information resource portal has been made available at www.upenn.edu/commuting/updates. This website connects you to important information about discounted public transit and bike commuter options, how Penn Transit can serve commuters who reside near the University, campus parking options, and other valuable resources and updates.

There have been a few important changes that faculty and staff should consider when exploring what commuting options are offered:

SEPTA Paper Passes Retired / A SEPTA Key Card is Required to Ride

Commuters are reminded that paper passes are no longer used by SEPTA. Passengers will now use a SEPTA Key Card to ride SEPTA's buses, trolleys, subway, and regional rail. Discounted TrailPasses and TransPasses may be ordered from [Health Equity/Wage Works](#). Visit www.septa.org for their latest route, services, health, and safety updates.

Important: All Health Equity/Wage Works commuter orders (e.g., SEPTA COMPASS Key Card, PATCO, NJ Transit, Commuter Parking Card) must be placed by the 10th of the month prior to the commuting month you intend to use the pre-loaded funds or transportation fare products.

Parking Rates at Campus Lots and Garages

Parking Services has worked diligently to minimize permit rates to the extent possible and remains committed to investing resources to sustain Penn's comprehensive parking and transportation infrastructure in support of the campus community. The new [FY2022 parking rates are posted here](#) and reflect a two percent permit rate increase from FY2020, which equates to an average increase of \$4.00/month. The rates remain favorable to comparable parking facilities in University City.

As faculty and staff explore what parking options may best meet their work schedules, there are several factors to be considered:

Individuals Parking on Campus Three or More Days/Week

Anyone parking three or more days a week at University lots and garages will find that [a discounted monthly permit ordered through payroll deduction at pre-tax savings is the most cost-effective, reliable, and recommended option. Permits represent the best value with an average cost of \\$10/day and individuals with permits are assigned to the same garage/lot each day.](#)

Individuals Parking on Campus One or Two Days/Week

Penn Parking will continue its [daily parking program in its visitor locations](#) on a space-available basis. Effective July 1, all-day parking will be \$17 and five-hour parking \$13.

Now Available: Commuter Parking Card for As-Needed Parking

The Health Equity/Wage Works Commuter Parking Card is available to University benefits-eligible, full-time faculty and staff who would like to allocate a pre-set dollar amount on the stored value debit card for as-needed parking. Similar to other programs administered by Health Equity/WageWorks, parkers can realize [significant tax savings](#) by deducting their occasional commuting parking fees via payroll, up to \$270 a month on a pre-tax basis. Any amount over \$270 each month is regarded as post-tax dollars.

Current permit holders should note that if you suspended your parking permit during the pandemic, it is time to reactivate it. A separate communication will be sent to you in the coming days with detailed information. Suspended permit parkers are instructed to indicate your intention to resume your permit and its effective date. If you do not plan to keep your permit, please let us know so we can more dynamically allocate spaces. Anyone who has not responded by Monday, August 2 will have their permit and credentials canceled.

Also, as you might expect, there is currently a very high demand for parking on campus. Penn Transportation and Parking will do its best to process your application in a timely manner and fulfill your requested location; however, we may not be able to honor your request. You will have the choice to accept the garage or lot available and be on a waitlist for your preferred location.

Lastly, please also consider [carpool options](#) that include discounted parking incentives.

As commuting information may be updated in the coming months, please monitor www.upenn.edu/commuting/updates for the latest information.

Customer Service Options

For questions regarding placing a new commuter order or updating an existing one, please call Health Equity/WageWorks at 1-877-924-3967 and follow the prompts.

Inquires about the SEPTA Key Card and available transportation fare products may be directed to SEPTA Key Card Customer Service at 1-855-56-SEPTA (1-855-567-3782).

The Office of Transportation and Parking is your information resource for questions regarding campus parking sites, rates, and availability, or any issues with point-of-sale payment in our [garages or lots](#). Please contact staff at parking@upenn.edu.

If you have general comments or concerns you would like to provide about our commuting and parking options, please [contact BSD Feedback](#).

Travel Information

For most up-to-date information, please visit <https://cms.business-services.upenn.edu/penntravel/about/covid-19-updates.html>

As of May 18, 2021, the University will lift its travel suspension and implement restricted travel guidelines for all domestic and international Penn-related travel. The new guidelines will require those travelling to be fully vaccinated against the COVID-19 virus, with exceptions provided only for medical or religious reasons. Faculty, staff and students may travel domestically or to countries rated [CDC Level 1 and Level 2](#) without a petition. Penn-affiliated group travel will be permitted starting July 1, 2021. Penn Travel Guidelines and Procedures apply to Penn-affiliated (outbound) travel only. Inbound travel is NOT considered Penn-affiliated, and will continue to be governed by city, state and federal directives.

All travelers are expected to follow local and state guidelines regarding quarantine, testing, masking, etc., and should be prepared for changes and modifications. As government restrictions and guidelines pertaining to domestic and international travel continue to evolve, we encourage anyone planning to travel to consult the [Penn Global Travel Guidance website](#) for the most up-to-date information.

Penncard

For most up-to-date information, please visit <https://penncard.business-services.upenn.edu/appointments>

Please check your Penncard before returning to campus, as it may have expired during the past year. If you need a new card because of expiration or if you lost your card, an appointment is strongly advised.

Students, faculty and staff will be able to receive their PennCards by appointment using the below application. This will enable you to request a date and time that is convenient for you to receive your card. Benefits of this service include:

- Easy to use
- Minimizes waiting time
- Ability to pick up your replacement card at a date & time that you choose

To assist you in minimizing the wait time to activate your new PennCard's features, your current PennCard will be deactivated approximately 2 to 3 hours before your appointment.

Flexible Work Options

For most up-to-date information, please visit <https://www.hr.upenn.edu/PennHR/wellness-worklife/flexible-work-options>. Specific SP2 questions can be sent to Karima A. Williams, Associate Director, Human Resources at kwillia@upenn.edu.

The University of Pennsylvania has always had policies in place regarding flexible work options. They can enhance productivity in some workers as individuals balance the demands of work and personal time. Flexible work options include the varied use of non-traditional work hours, locations, or job structures. After the pandemic and everyone at SP2 being full remote, the consideration of flexible work options has taken on greater considerations, now that we have all endured the changes in our work location since March 2020.

The University has provided strong guidance on how we can pilot a remote work program at SP2, with protocols and approvals to be in place to assure continuity of operations and how we can remain a strong, inclusive community. The guidance includes the following:

In developing your plans, we strongly encourage you to plan by function, not by person or individual needs. For your planning purposes, you may identify those positions you expect to perform their job responsibilities:

- Fully on-campus (5 or more days)
- Pilot Hybrid (either 4 days on campus/1 day working from home, or 3 days on campus/2 days on campus/2 days working from home)

It is our understanding that the University will deny any new remote work arrangements greater than two days per week. Any proposed plans for pilot hybrid must be submitted for review and approval. These plans will be submitted to the Provost's Office for approval. The full process for requesting remote work at SP2 is as follows:

The plans should be submitted to Karima A. Williams, Associate Director, Human Resources (kwillia@upenn.edu) by June 11 for review. If approved, the plans will be submitted to the Dean and then the Provost for final approval.

For managers that are considering proposing plans for remote work, please include how you plan to manage your organization with a remote workforce as proposed, and consider the guiding principles below as you consider these changes. Please also include your rationale as to how continuity and support of our community is planned to be supported under your proposed model, in pilot form. As part of our effort to ensure everyone in our community knows each other personally, we will be announcing a day during the week that will be held as an on campus day for all staff to be onsite together physically, with no remote work available on that day. That specific day will be announced shortly, after considerable discussion. Please also note that policies for Working Off Campus and a process guide will be coming out shortly from Penn's Office of Human Resources. The document will speak to the appropriate

acquisition of such items as home furnishings and computer supplies, computing, and internet access to connect for the purposes of Penn business, for example.

Guiding Principles and Planning for Staff to Return to Campus Work

The Guiding Principles for remote work should reflect the following, as well as additional University guidance for return to in-person work, available at: www.hr.upenn.edu/returnguide. We recognize that some of you may be rethinking staffing and space operations on how to best support our teaching and research missions in a post-COVID environment. We support your initiatives by offering flexibility through the pilot hybrid work approach outlined below. One of Penn's distinctive strengths is the co-location of its 12 Schools and academic offerings on a contiguous campus. We are a residential campus and a community connected not only physically but also through the collaboration and cooperation achieved through in-person interactions. Members of the Penn community expect and have relied upon prompt, efficient and high-quality service among the various functions staff performs. As a result, on-site presence is essential.

- Staff positions that were campus-based positions prior to the pandemic are expected to be campus-based positions following the resumption of regular operations. Those campus work locations will continue to be the primary work locations for staff who worked there prior to the pandemic.
- A pilot period of partial remote work may be considered. Schools and Centers may consider if there is a bona fide business need to permit staff to work remotely. Remote work should be limited to no more than two days per week and be conducted from a home office in Pennsylvania, New Jersey or Delaware.
- During the pilot period, a business rationale for any partial remote work must be approved by the Dean. (The remote work referenced here is distinct from Flexible Work Options that the University has offered since 1998. Flexible work arrangements that were in place prior to March 2020, do not require reapproval.)
- 100% remote work is inconsistent with the University's being a connected community and the expectation that the campus will be repopulated following the pandemic. 100% remote work should be considered only in very limited circumstances. Because of the additional compliance obligations resulting from situations where a remote work location is the primary work location, there may be additional internal costs imposed by the University. Careful consideration should be given before permitting 100% remote work. A business rationale for full remote work must be approved by the Dean as well as the Provost.
- Temporary employees, as well as student workers, are required to work from campus. Requests for remote work for temporary employees or student workers require approval of the Dean.
- New staff members may not be hired to work fully remotely and are not permitted to work remotely on a hybrid schedule during the first year of regular full or part-time employment, unless granted an exception by the Dean.

While remote work is in pilot mode, we will need to continually review its effectiveness for the employee as well as SP2. Managers and employees in a remote work should perform a 45-day review of progress on the remote work environment, due and again at the end of the Fall semester, due by December 10, 2021. A qualtrics survey will be distributed to guide participants in that process.

Facilities Changes at SP2

For further information or questions on facilities changes, please contact Jerel Wohl, Associate Vice Dean, Finance and Administration at jerelw@upenn.edu.

Following the construction of our new lobby in Caster, there is still a considerable amount of facilities work to be done. Individual staff and departments impacted by the relocation of offices and new construction will be contacted to come to campus in June to identify their boxes and label them so movers can place them in their new spaces. Desks will also be moved as a result of the relocations. Facilities changes of note:

- Institutional Advancement will move to 3815 Walnut, 2nd Floor
- Financial Aid will move to the 1st Floor of Caster
- We are working on renovating first floor offices not impacted by the recent lobby construction, to locate Field Placement positions on the 1st floor of Caster.
- The former student lounge on the 2nd floor is being converted into a classroom.
- The basement classrooms, computer lab, and offices will be closed while a space study is conducted in that space, and upgrades planned.
- 3rd and 4th floor hallways will be re-painted and doors re-stained.
- We are working with Facilities to replacing ceiling and light fixtures on 3rd and 4th floors.
- Signage will be re-done for offices and classrooms to be ADA compliant and modernized—offices will be consistent with elevator and be numeric only and not alphanumeric.

Emergency Reminders

*For further information or questions on these emergency reminders, please contact Jerel Wohl, Associate Vice Dean, Finance and Administration at jerelw@upenn.edu. General Public Safety information can be found at this website:
<https://www.publicsafety.upenn.edu/about/uppd/>*




As you return to the office, now would be a good time to locate your emergency evacuation or shelter-in-place procedures (please see subsequent pages for emergency procedures by building). Also, if you are certified in AED usage or CPR, perhaps a quick refresher there would be good. We will also be arranging with Public Safety to have CPR and AED-use trainings for staff when we return to campus.

EMERGENCY PROCEDURES

BUILDING NAME:
CASTER BUILDING

ADDRESS:
3701 LOCUST WALK

EMERGENCIES: 215-573-3333 (PennComm)
511 from any campus phone

 Building Area of Refuge (BAR):	<i>PRIMARY:</i> Psychology Plaza, W. of Stitler	<i>SECONDARY:</i> Plaza Area, S. of Annenberg School
 Building Relocation Site:	<i>PRIMARY:</i> Van Pelt Library	<i>SECONDARY:</i> Houston Hall
 Building Shelter-in-Place Area:	Rooms – D26, D27, D28	



Shelter-in-Place (Hazardous Materials)

Purpose: To shelter occupants inside the building in the event of a hazardous/ biological material, severe weather, or other emergency incident outside of the building.

- Go inside the nearest building.
- Close all windows and doors.
- Report to the building's shelter area.

Get Involved!

Join the PennReady team today! Call Fire & Emergency Services to find out how you can help. 215-573-7857

Know two ways out!



Evacuate (Fire)

Purpose: To alert occupants to leave the building in the event of an emergency incident, such as a fire, inside of the building.

- Notify and assist those needing help in the immediate area.
- Close all doors as you exit.
- Activate fire alarm pull station.
- Evacuate the building via nearest exit; report to BAR listed above; and call emergency number.
- Do not use elevators.
- Do not re-enter building until authorized by emergency personnel.



Lockdown (Active Shooter)

RUN (Evacuate)
when an active shooter is in your vicinity.

HIDE (Hide Out)
if evacuation is not possible, find a place to hide.

FIGHT (Take Action)
AS A LAST RESORT, and only if your life is in danger.

POLICE RESPONSE
When law enforcement officers arrive: Keep your EMPTY hands raised and visible. Remain calm and follow instructions.

Visit the Public Safety Website to learn more about emergency procedures, including active shooter response:
<https://www.publicsafety.upenn.edu/pennready/procedures/>

See something suspicious? Call us 24/7/365
215-573-3333

www.publicsafety.upenn.edu



EMERGENCY PROCEDURES


BUILDING NAME:
School of Social Policy and Practice

EMERGENCIES: 215-573-3333 (PennComm)
511 from any campus phone

ADDRESS:
3815 WALNUT STREET

 Building Area of Refuge (BAR): PRIMARY: N. Side Walnut St., W. Side Bldg. SECONDARY: Parking Lot S.W.C. 38th & Walnut

 Building Relocation Site: PRIMARY: Rodin College House SECONDARY: Class of 1920 Dining Commons

 Building Shelter-in-Place Area: Room 203



Shelter-in-Place (Hazardous Materials)

Purpose: To shelter occupants inside the building in the event of a hazardous/ biological material, severe weather, or other emergency incident outside of the building.

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See something suspicious? Call us 24/7/365
215-573-3333

www.publicsafety.upenn.edu






EMERGENCY PROCEDURES

BUILDING NAME:
MCNEIL BUILDING

ADDRESS:
3718 LOCUST WALK

EMERGENCIES: 215-573-3333 (PennComm)
511 from any campus phone

 Building Area of Refuge (BAR):	<i>PRIMARY:</i> Lehman Plaza	<i>SECONDARY:</i> Class of 1959 Outdoor Plaza
 Building Relocation Site:	<i>PRIMARY:</i> Van Pelt-Dietrich Library	<i>SECONDARY:</i> Houston Hall
 Building Shelter-in-Place Area:	Atrium	



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Evacuate (Fire)

Purpose: To alert occupants to leave the building in the event of an emergency incident, such as a fire, inside of the building.

- Notify and assist those needing help in the immediate area.
- Close all doors as you exit.
- Activate fire alarm pull station.
- Evacuate the building via nearest exit; report to BAR listed above; and call emergency number.
- Do not use elevators.
- Do not re-enter building until authorized by emergency personnel.



Lockdown (Active Shooter)

RUN (Evacuate)
when an active shooter is in your vicinity.

HIDE (Hide Out)
if evacuation is not possible, find a place to hide.

FIGHT (Take Action)
AS A LAST RESORT, and only if your life is in danger.

POLICE RESPONSE
When law enforcement officers arrive: Keep your EMPTY hands raised and visible. Remain calm and follow instructions.

Visit the Public Safety Website to learn more about emergency procedures, including active shooter response:
<https://www.publicsafety.upenn.edu/pennready/procedures/>

See something suspicious? Call us 24/7/365
215-573-3333

www.publicsafety.upenn.edu

